

**PENDER COUNTY HEALTH DEPARTMENT
ADVISORY BOARD OF HEALTH MEETING
Minutes
November 14, 2013**

The Pender County Advisory Board of Health held a regular meeting on Thursday, November 14th, 2013 at 5:00 p.m. in the Pender County Health Department Board Room.

Board Members Attending:

- George Brown
- Kimberly Collins, Vice Chair
- Jan Dawson
- Darlene Lewis
- Nicole Buchanan
- Pammela Baker

Board Members Absent:

- Jimmy Holland, Chair
- Jack Swann
- Dr. Michael Cherubini

Health Department Staff Attending:

- Carolyn Moser, Pender County Health Director
- Shirley Steele, Director of Nursing
- Marti Smith, Administrative Assistant
- Doug McVey, Environmental Health Supervisor

Minutes taken by: Marti Smith, Administrative Assistant

Meeting called to order by: Kimberly Collins at 5:06 p.m.

Public comment: None

Action Items:

Approval of the Agenda

Kimberly Collins presented the agenda for approval. A motion was made to approve the agenda by Jan Dawson and Nicole Buchanan seconded the motion. The motion passed unanimously.

Approval of the Minutes

The minutes from *September 12, 2013* board meeting were presented for approval. Jan Dawson made a motion to approve the minutes with the correction Shirley Steele was noted as a former member of PATH. Darlene Lewis seconded the motion. The vote was unanimous.

Approval of Revised Health Director Job Description

Mrs. Moser stated her title changed to Health and Human Services Director and description now included the Department of Social Services. She stated Denis Mulhollen read the description and approved it. She announced the final approval will be from the commissioners. Motion to recommend approval of the Health and Human Services Director's job description was made by Nicole Buchanan, seconded by Jan Dawson. Motion approved.

Approval of Dental Program Debt Write-Off

The board reviewed the dental program bad debt write-off presented by Mrs. Moser. A copy of the department's bad debt write-off policy was provided to members. After discussion, Jan Dawson made a motion to approve the dental Program debt write off. Darlene Lewis seconded the motion, motion passed. This will be taken to the commissioners for final approval.

Financial Update- 1st Quarter 13/14

1st quarter financial update was reviewed. Motion was made by Kimberly Collins to accept the financial update at the January advisory board meeting. Jan Dawson seconded the motion, motion passed.

Approval to Contract for a Primary Care Physician

Documents were given to all, regarding the Affordable Care Act and the shortage of primary care physicians in Pender County. Mrs. Moser reviewed recent statistics with the board. Pender County has 2.8 physicians/10,000 population compared to the state rate of 7.8/per 10,000 population. After discussion, Mrs. Moser proposed hiring a part time family practice physician to provide chronic disease management and primary care services at the Health Department. This position would also be used as Medical Director. Mrs. Moser stated SEAHEC informed her new doctors would be interested in the position since the Health Department qualifies as a site for loan repayment for medical school expenses. Darlene Lewis made a motion to approve a contract for a part-time primary care physician. George Brown seconded the motion, motion passed unanimously. Mrs. Moser will present to the commissioners for approval.

Approval of 2014 Meeting Schedule

After reviewing the attached meeting calendar, George Brown made a motion to approve the 2014 meeting schedule. Pammela Baker seconded the motion, calendar approved.

Discussed Items:

"Golden A" Restaurant Awards

Doug McVey re-introduced the "Golden A" Restaurant Award which is awarded to restaurants that receive a score of 98 or above on four consecutive inspections.

FEMA Training

Mr. McVey stated he had attended "Environmental Health Training in Emergency Response" sponsored by Homeland Security. As a result, Mr. McVey will be updating the Environmental Health emergency response protocol.

Canady Hearing Update

Mrs. Moser stated, County Attorney Trey Thurman argued in Superior Court in regard to the Canady case. Attorney Thurman felt the outcome would not be favorable for the county. Commissioner Brown stated the commissioners agreed to appeal through the State Court of Appeals if needed.

E-Cig Update

Commissioner Brown stated the county will be taking a look at the current policy on designated smoking areas and to determine the best way to approach enforcement and location. Mrs. Moser stated e-cigarettes are going to be included with regular cigarettes in the new smoking policies, per guidance from the county commissioners.

BOH Membership (Dentist, Vet)

Mrs. Moser provided Dr. Cherubini's responses to the boards' inquiry of possible meeting time options to allow for his attendance. The board did not agree with the options presented. Jan Dawson made a motion to decline the requests made by Dr. Cherubini and that he be removed from the Advisory Board of Health. Darlene Lewis seconded the motion, motion passed.

Annual Health Director Evaluation

Mrs. Moser stated she had not received the evaluation from Mr. Holland.

Informational Items:

- *Flu Vaccinations* – Shirley Steele stated the clinic had administered approximately 500 doses of flu vaccine to date.
- *Certified Application Counselors* –Mrs. Steele stated the health department is approved as a CAC and a kiosk has been set up to assist people as they enroll in health insurance through the Affordable Care Act. Additional information was given to members for their information.
- *First Books program* – Mrs. Moser introduced the program to the board, explaining that books are given to children of all ages at the time of their visit to the clinic.
- *Elderhaus PACE* –Mrs. Moser shared information regarding the alternative nursing home program. A proposal is being considered to place a center in Pender County.
- *Update West Pender SBHC*- Mrs. Moser stated the nurse at West Pender SBHC was currently being trained on the electronic health record system.
- *Staffing Updates* – Mrs. Moser announced Ann Miller's retirement on January 2, 2014.

Closed Session: No

Adjourned meeting at: With no further business, the board voted to adjourn at 6:45p.m.

Next meeting: January 9th, 2013 at 5:00 p.m.